

CENTRAL EMERGENCY DISPATCH COMMISSION
TRUMBULL TOWN HALL
LONG HILL CONFERENCE ROOM
MONDAY, NOVEMBER 21, 2011
5:30 P.M.

MINUTES

Members present: Kevin Mulligan, Chairman; Glenn Byrnes, Deputy Chief of Police; Barbara Crandall, Director TEMS; Michael DelVecchio, Director of Operations TEMS; Douglas Doyle, CEDC Commission Member/Nichols Fire District Member; Dave Bogen, CEDC Commission Member/LH Fire and District Representative. Alex Rauso, Fire Marshal's Office.

Members absent: Brian Casey, Clerk of the Works and John Slezak, CEDC Commission Member.

Others present: Dan Nelson, Chief of Staff, Vi Watson, Commission Chairman of Trumbull EMS, and Paul Ruskay, Trumbull Center Fire District.

Meeting was called to order by Kevin Mulligan at 5:47 p.m.

Dave Bogen read the minutes from the previous meeting of October 17, 2011.

MOTION MADE by Barbara Crandall and seconded by Michael DelVecchio to accept the minutes as read. Motion carried with 1 abstention from Doug Doyle.

3. Special Committees Report.

Kevin Mulligan stated that he spoke with the Civil Service Director and reported the following:

- Part-time Police Dept. employees and Full-time TRDC employees must be tested.
- Employees must be tested.
- May create a new test for the dispatching positions and supervisory position.
- ability to provide additional points for TRDC employees would have to be approved by the Civil Service Board.
- Police Dispatchers currently work under the direction of the Police Chief.
- If a new entity is created the town has managerial rights.

Alex Rauso entered the meeting at 5:53 p.m.

Kevin Mulligan asked if anyone had any feedback regarding the spreadsheet.

Glenn Byrnes stated that he has added some figures to the spreadsheet.

Doug Doyle stated the budget estimates purpose is for budgetary development and that the technologies issue is a whole other issue.

Michael DeVecchio stated the need to create a functional managing center.

Kevin Mulligan stated that we currently have 2 PSAP's to be converted to a single PSAP with a Director, shift supervisors, staff by call requirements, need an operational budget, discuss with Personnel Director, define the personnel and the budget.

Discussion continued.

Doug Doyle stated that at the September 2011 meeting that we must progress forward and that the functional benefits would benefit the town.

Alex Rauso stated that the Fire Departments were very supportive and want to move forward.

Kevin Mulligan stated that the outline needs to be completed to include a vision statement and asked for volunteers.

Dan Nelson stated that he would speak with the Personnel Director regarding the needed Job Descriptions.

Alex Rauso and Michael DeVecchio will assist with Job Descriptions and how the proposed center will function.

Doug Doyle stated that he along with Glenn Byrnes and Dan Nelson would like to set-up an operating budget.

Kevin Mulligan asked that everyone report back next month with their findings.

Discussion continued.

4. New correspondence.

Kevin Mulligan submitted the TRDC meeting minutes from the August 15, 2011 meeting. See attached.

5.0 Unfinished business.

5.1 Compliance request from TRDC:

- Paul Ruskay stated that there were no reports to give out, however, they could submit verifications if needed.
- Barbara Crandall stated that there has been a slight improvement in response time in the last few months.

5.2 EMD Q & A

Barbara Crandall stated that the outcome will take a long time due to the fact that all responders and each entity needs to be reviewed.

5.3 Proposed budget was reviewed under Special Committees Report.

6.0 New business

Kevin Mulligan asked Dan Nelson to review the appointment of John Slezak.

Dan Nelson stated that John had a scheduling change due to his employment and that for the interim he would remain on the commission.

Kevin Mulligan asked Dan Nelson to create a budget line for clerical staff of the CEDC to include additional funds for special meetings.

Kevin Mulligan stated the NextGen service has the needed capabilities and that this should be a function in the operational budget.

Doug Doyle suggested that data should be loaded on a trial basis to see how it works on the NextGen system.

Dave Bogen left the meeting at 6:57 p.m.

The next meeting date will be Monday, January 9, 2012 with a full schedule of the meeting dates to follow.

Kevin Mulligan also stated that if anyone is interested in the Chairmanship position please present this item for the next meeting.

7.0 No Public Comment.

Kevin Mulligan wished everyone a Happy Holiday Season and thanked everyone for all of their efforts.

MOTION MADE to adjourn by Barbara Crandall and seconded by Michael DeVecchio.
Motion carried unanimously.

Meeting adjourned at 7:03 p.m.

Respectfully submitted by,

Christina L. Pereiro
Clerk

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Respectfully submitted by,


Christina L. Pereiro
Clerk

TRUMBULL REGIONAL DISPATCH CENTER
BOARD OF DIRECTORS MEETING
AUGUST 15, 2011

Attending: Doug Bogen
John Butz
Ron Butz
Paul Ruskay
Wayne Szmyt
Chet Bond
Diane Olsen

Wayne called the meeting to order at 19:36 hours.

SECRETARY REPORT

- Doug made a motion to accept the July minutes, seconded by Wayne. Approved

TREASURER'S REPORT

- Diane passed out the monthly report.
- John had to transfer monies from the money market account to the checking account. Once the District payments are received John will put monies back into money market account.
- Wayne made a motion to accept the July treasurer's report, seconded by Chet. Approved.
- The Board members reviewed and signed all invoices that were paid in July.

OLD BUSINESS

- First and second payments received from Long Hill and Nichols. First payment received from Trumbull Center.
- John gave a TERT update which included the recent training. The group is moving forward on their organization.
- Policy, procedure review is still ongoing.
- John gave a report on a REPT meeting he attended along with other emergency managers (i.e.; hazmat, public works, and public transportation).
- John gave an update on Westport dispatch.
- Wayne received a letter from Kevin Mulligan and sent him the information that was requested.
- Wayne stated at the CEDC meeting Barbara Crandall mentioned that John had not gotten back with her on the Medical direction issue. She said they are moving forward with the meeting. John will email Barbara and discuss the process.
- John received confirmation from Mike Roller regarding retention of records for the file.
- John received confirmation that Kevin received the June TRDC minutes.



TRUMBULL REGIONAL DISPATCH CENTER, INC.

4 Daniels Farm Road
Suite 340
Trumbull, CT 06611
(203) 459-0159 • Fax: (203) 261-1901

October 16, 2011

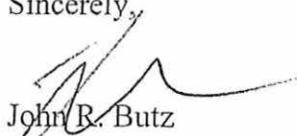
Mr. Kevin Mulligan
10 Oxen Hill Road
Trumbull, CT 06611

Kevin,

Enclosed please find a copy of the approved minutes for the TRDC meeting held on August 15, 2011 and the statistics for 2011 through September 2011. Also is a copy of the staff certification list.

Call me if you should have any questions.

Sincerely,


John R. Butz
Director

Dist: m file
TRDC board
Pending file

RDC Monthly Statistics

Report Date: 10/14/2011

Month	Midnight Shift				Day Shift				Evening Shift				Totals				GRAND TOTALS
	EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents		
	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	
January	63	49	12	11	181	173	70	32	113	101	32	32	357	323	114	75	
February	57	61	8	8	181	159	42	28	109	114	41	27	347	334	91	63	
March	53	50	12	11	179	150	26	55	118	94	32	44	350	294	70	110	
April	54	50	13	12	149	140	31	30	110	101	32	28	313	291	76	70	
May	56	51	10	14	152	135	42	25	134	141	26	35	342	327	78	74	
June	60	65	15	18	149	170	85	74	129	126	60	26	338	208	110	118	
July	59	58	11	24	178	161	27	45	126	107	31	47	363	326	69	116	
August	42	54	51	11	185	151	116	40	128	104	55	25	355	309	222	76	
September	70	55	18	7	176	148	41	27	116	107	41	30	362	310	100	64	
October													0	0	0	0	
November													0	0	0	0	
December													0	0	0	0	
Past YTD		493		116		1234		356		995		294		2722		766	3488
Current YTD	514		150		1530		430		1083		350		3127		930	4057	

911 Call Statistics

	JAN	FEB	March	April	May	June	July	AUG	Sept	OCT	NOV	DEC	TOTAL
Current Yr	824	774	795	796	853	996	917	922	916				7793
Past Yr	795	715	805	762	870	870	856	819	733	807	850	968	9850
transfers current	43	50	38	39	50	62	46	47	48				

TRDC CERTIFICATION LIST (09-30-11)

NUM	CPR/EXP	NIMS-100/EXP	NIMS-700/EXP	PE-911/EXP	EMD/EXP	TELCOM/EXP	
F 31	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/11	YES-11/12/13	
F 7	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/12	YES-11/3/13	
F26	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/11	YES-11/11/13	
F24	YES-06/12	YES/NA	YES/NA	YES/NA	YES-7/31/12	YES-5/15/12	
F20	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/11	YES-5/15/12	
P128	YES-08/12	YES/NA	YES/NA	YES/NA	YES-7/31/12	GF/NA	
P26	YES-05/13	<u>YES</u> /NA	NO /NA	YES/NA	YES-7/31/11	GF/NA	
P138	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/12	YES-7/1/14	
P139	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/12	YES-12/8/13	
P147	YES-01/13	YES/NA	YES/NA	YES/NA	YES-7/31/11	YES-1/13/15	
P151	<u>YES</u> /10/13	YES/NA	YES/NA	YES/NA	YES-7/31/12	NO-NA	
P153	YES-05/13	YES/NA	YES/NA	YES/NA	YES-7/31/13	NO-NA	
P156	YES-01/13	<u>YES</u> /NA	<u>YES</u> /NA	YES/NA	pending	NO-NA	TRAINING
P157	YES-02/13	<u>YES</u> /NA	<u>YES</u> /NA	YES/NA	pending	NO-NA	TRAINING

GF-Grandfathered, YES-Employee reports they are, certificate copy not received yet